

Australian Government

Approve your nKPI Submission (Submission Approver)

Department of Health and Aged Care

To approve your nKPI submission in the Data Portal as your health service's *Submission Approver*:

- 1. Open the Data Portal through <u>Health Data</u> <u>Portal</u>.
- 2. Log in using the information provided in the *Register for and Log in to the Health Data Portal* QRG.

The Data Portal home screen will display with the *Reporting Dashboard* open.



U To be eligible for approval, your nKPI submission's status will need to be *Submission Ready for Approval*.

3. To open your nKPI form, hover your mouse pointer to the right of the nKPI reporting round text in the Reporting

Dashboard and select **•**.

The nKPI form will display.

INDIRETNOUS HEALTH - NKPI 09/Nov/2021 to 30/Nov/2021 NKPI - Culcairn Health Service - 20211109						0
< Submission Dat	a					
PI01: BIRTH WEIGHT RECORDED AND PI02: BIRTH WEIGHT RESULT	PI01: Birth weight	recorded and PI02:	Birth weight resu	ult		nKPI User quid
PRO: HEALTH ASSESSMENTS	Indigenous babies borr	within the previous 12 mont	hs who have had more t	than one visit, whose birt	h weight results were low	v, normal or high
PINE: HIBA1C RECORDED AND PINE: HIBA1C RESULT			Normal		With birth weight	
PI07: CHRONIC DISEASE MANAGEMENT PLAN		{ < 2,500 grams}	(>= 2,500 & < 4,500 grams)	High (>= 4,500 grams)	(all live births)	Total babies born
PIDI: SMOKING STATUS RECORDED AND PHD: SMOKING STATUS RESULT	Number of babies	6	29	0	36	38
PH1: SMOKING STATUS RESULT OF WOMEN WHO GAVE BIRTH	Total	6	29	0	35	38
		17%	83%	0%	92%	
PH2: BODY MASS INDEX						
PH3: FIRST ANTENATAL CARE VISIT						
PH4: IMMUNISED AGAINST INFLUENZA 6+ MONTHS						
PHE: ALCOHOL						

 Review the data in your nKPI form, focussing on any indicators with a displaying on the corresponding tab, if there are any.

If any sections/indicators in the form contain a , you should send the nKPI submission back to your *Submission Uploader* and ask them to address the issue before returning the report to you for approval.

5. In the first section/indicator of the form displaying a , read the comment that has been left for you in the Notifications Tray.

If the Notifications Tray doesn't display,

select 🛃 in the top right-hand corner of the form to open it.

- If the comment is just for your information or you're happy it has been addressed as needed through the data that has been added in the section, select at the top of the comment in the Notifications Tray.
- In the Notifications window that displays, select save.

The comment has now been removed from the nKPI form.

8. Repeat steps **4** to **7** as needed for each comment that has been left in the form by your *Submission Uploader/Reviewer*.

select Save. Your response has now been added and can be addressed by your *Submission Uploader* as needed once you send the nKPI submission back to them for amendment.

9. To exit the nKPI form and return to the Data Portal home screen, scroll to the

bottom of the form, and select < Close

The Data Portal home screen will again display with the *Reporting Dashboard* open.

- Before progressing the submission through the submission workflow, answer either **Yes** or **No** to the data sharing consent questions that display under **Data Sharing** if they have not already been answered.
- 11. To save the changes, select Save
- 12. To progress your nKPI submission through the submission workflow, select
 Submission Ready For Approval.



The Change Data Asset Status dialog box will display.

Change Data Asset Status				
Status	Submission Ready For Approval			
Action *	Please Select an Action			
Comment				
Cancel	500 characters remaining			

13. In the **Action** field, select **Select** and select **Approve for Submission**.

If you responded to one of the comments in the form and need to send the nKPI report back to your *Submission Uploader* so they can address your response, select *Revision Required* and then

select Revision Required

- 14. In the **Comment** field, enter any comments about the action being performed on the nKPI submission.
- 15. To approve your nKPI submission and send it for processing by the AIHW, select Approve for Submission . See the *Process an nKPI Submission* QRG for the next step in the process.

Your nKPI submission has now been approved and sent to the AIHW for processing.